

## Credentialing Coordinator

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$38.00 to \$41.00 hourly  
**Employment status:** Contract / Temporary

### Description

We are looking for a Credentialing Coordinator who can provide immediate support to our team. The candidate must be familiar with reappointments, initial appointments, meeting agendas/minutes, and temporary privileging process. We use ECHO credentialing system.

This position is onsite in Burlingame, CA. The hours are 8am - 4:30pm Monday to Friday.

- This position is responsible for completion of credentialing functions.
- Ensures program integrity and compliance with standards, federal/state requirements, and Health Plan Credentialing Requirements.
- Assists Supervisor in maintaining relationships with Health Plan Auditors; communicates and works with Physician leaders on credentialing issues; works with other departments in multiple areas that relate to credentialing issues.
- Audits Credentialing Verification Organization's released files to ensure it obtains primary source verification of required physician information.
- Maintains database of current and accurate information concerning licensure, board certification, professional liability coverage and claims for all Physicians, Contracted Providers and Allied Health Professionals.
- Manages the provider add process, recruitment and transition, including the successful appointment to the Network in accordance with the Credentials Policies & Procedures and regulatory agency requirements.

### Requirements

- Education: 3+ years' experience working in an acute setting.
- Preferred CPCS certification.
- Bachelor's Degree preferred but not required.
- Knowledge of applicable regulations, guidelines, policies & procedures and contractual provider agreements
- Customer Service focused
- Healthcare experience
- Excellent communication skills
- Strong critical thinking skills
- Software competency in MS suite

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